

CAROLINE COUNTY

Facilities Operating and Rental Policy



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TABLE OF CONTENTS

PART A CAROLINE COUNTY COMMUNITY CENTERS

USE OF THE FACILITIES	1
DEFINITIONS OF DIFFERENT GROUPS	1
RESERVATION OF FACILITY	2
WAIVER OF RENTAL AND DEPOSIT FEES	3
RESPONSIBILITIES OF RENTER	3
INSPECTION OF FACILITY	3
EQUIPMENT AND SPECIAL FACILITY ARRANGEMENTS	3
SECURITY	3
SUPERVISION OF PERSONS UNDER AGE 21	3
STORAGE OF EQUIPMENT AND SUPPLIES	4
FEES FOR ADDITIONAL SETUP OR CLEAN-UP COSTS	4
DECORATION	4
BURNING OF CANDLES, OPEN FIRES	4
ANIMALS	4
DRUG-FREE ZONE	4
SMOKING PROHIBITED	4
FOOD & DRINKS	4
USE OF ELECTRICITY	4
USE OF DESIGNATED AREAS	4
USE OF KITCHEN FACILITIES	4
SUPERVISION OF CHILDREN	5
COUNTY'S RIGHT TO CANCEL RESERVATIONS	5
COUNTY RESIDENT RENTAL RATES	6
NON-RESIDENT RENTAL RATES	7
OPERATING HOURS AND ADDITIONAL INFORMATION	8

PART B CAROLINE COUNTY PARKS

HOURS OF USE	9
USE OF PARKS	9
WALK-IN USE	10
RESERVATION OF FACILITIES	10

TABLE OF CONTENTS

continued

CLEAN-UP RESPONSIBILITIES	10
USE OF ALCOHOL	11
EQUIPMENT ARRANGEMENTS	11
SECURITY DEPOSIT	11
FACILITY MAINTENANCE LIST	12
FIRE REGULATIONS	12
PROHIBITION OF FIRES	12
SUPERVISION OF CHILDREN	12
RECREATIONAL EQUIPMENT	12
SECURITY	12
PROHIBITED FUNCTIONS	12
PET POLICY	12
USE OF ELECTRICITY	12
STORAGE OF EQUIPMENT & SUPPLIES	13
ADDITIONAL SERVICES	13
OFF ROAD AREAS	13
DECORATIONS	13
CONCESSION STAND	13
USES NOT LISTED	13
COUNTY RESIDENT RENTAL RATES	14
NON-RESIDENT RENTAL RATES	15

RESERVATION FORMS

WHO TO CONTACT AND HOW TO APPLY	16
PARKS & RECREATION FACILITY RESERVATION FORM	2 PAGES
PUBLIC WORKS FACILITY RESERVATION FORM	3 PAGES

Operating and Rental Policy for Caroline County Community Centers and Park Facilities

Preface

The Caroline County Community Centers and public parks exist to provide opportunities for indoor and outdoor recreation, training, meetings and gatherings for County citizens, employees, and visitors. The operating policies, rules, and regulations for these facilities are established by the Caroline County Board of Supervisors and may be amended as deemed necessary.

It is the intent of Caroline County to provide these facilities for the public good and to provide opportunities for the exclusive use of specific amenities by citizens and groups under certain circumstances. Rental fees will be imposed to recover operating costs where practical and appropriate.

PART A – COMMUNITY CENTERS

Section 1 – Use of the Facilities

The following areas of the Caroline County Community Centers may be reserved for use in advance by eligible groups or individuals: (1) gymnasium(s); (2) meeting rooms; (3) auditorium; and (4) Rappahannock Area Agency on Aging (RAAA) facilities. Priority for the use of the premises will be determined as follows:

- (A). First priority will be given to departments, agencies or organizations affiliated with or under the direction or guidance of the County or Caroline County Public School system. This includes, but is not limited to, volunteer fire departments and rescue squads and regional organizations that receive funding support from the Board of Supervisors. A designated representative of the County will schedule and prioritize the use of the facility by these groups or agencies.
- (B). Second priority will be given to non-profit or social related organizations that are non-discriminatory and serve a civic, educational, philanthropic or charitable purpose.
- (C). Third priority will be given to individual citizens, groups of citizens or families that are residents of Caroline County.
- (D). Fourth priority will be given to commercial, for-profit groups or enterprises. *
- (E). Fifth priority will be given to visitors to the County.

** Caroline County reserves the right to reject proposed uses of a Caroline County Community Center Room deemed to be incompatible with the facility, inappropriate or injurious to the public welfare. Groups or individuals that have been banned for misuse of any County facility will not be allowed to use Caroline County Community Centers.*

Definition of Different Groups

Non-Profit Groups are considered organizations, civic groups, social clubs and others who have a tax exempt non-profit ID status. Such status requires verification by showing a tax exempt number assigned by the State or Federal government. Groups defined as

having an exempt status are allowed to conduct fundraising activities. They are required to rent space when these types of activities are performed.

Private Groups or Individuals who rent a facility to sponsor a private affair such as birthday parties, wedding receptions; such private functions will require invitations to guests and not the sale of tickets for entry.

Commercial rentals are considered profit making groups and organizations. Such groups must have a valid business license issued by the Commissioner of the Revenue. Out of the area, commercial organizations must have a valid business license with an ID number for verification.

Cabaret is any dance, party, subscription dance or any other type of special event or function where tickets are sold or invitations are distributed for a fee and admission is governed by having purchased a ticket or an invitation. Sale of tickets at the door of a Caroline County Community Center or on public property is permitted provided police security is present. Cabaret functions are only authorized to non-profit or business groups.

Private Party is a dance or party that is open only to the membership of a particular group or where tickets or invitations are provided free by the sponsor of the event. No sale of tickets or invitations shall be conducted at a Caroline County Community Center or on public property for admittance to a private affair taking place at a Caroline County Community Center.

Section 2 – Reservation of Facility

Reservations for the use of the facility should be submitted at least fifteen (15) days before the planned activity but not to exceed more than six (6) months. Applicants must confirm a reservation by completing an application and setup requirements for the use of a Caroline County Community Center and pay the required deposit at the time of reservation. The rental fee is due two (2) weeks before the event. Renters who do not make payment two weeks before the event will be removed from the schedule.

No changes in setup may be made the day of the event. On the day of the event, time will be given immediately before the event to each applicant for preparation and immediately after the event for clean up.

If unforeseen circumstances, such as inclement weather or electrical outages, cause a Caroline County Community Center to be closed, we reserve the right to cancel any scheduled non-governmental use of the building, and the applicant shall be notified and will receive a full refund.

Refunds require five (5) day cancellation notice by telephone or mail.

\$20.00 cancellation fee will be charged for cancellations with less than 24 hours' notice.

No refund will be issued for last minute cancellations, except as outlined below:

- (a) Inclement weather cancellations – If center is closed due to inclement weather the organization may reschedule or request a complete refund.
- (b) If facility closes during rental time, organizations refund will be prorated on hourly basis.

- (c) Snow/Ice/Safety Concerns – Full refund if the party reserving the facility gives at least a 2-hour notice before the event.

Section 3 – Waiver of Rental and Deposit Fees

Rental and deposit fees for the use of the facility will be waived for the following groups or organizations: Departments, agencies or organizations affiliated with or under the direction or guidance of the County or Caroline County Public School System or with the approval of the Caroline County Board of Supervisors.

The Departments of Parks & Recreations/Public Works will be responsible for:

- 1) Reviewing requests for the use of the facility to determine whether such proposed use is appropriate and in the public's best interest.
- 2) Determining if the group utilizing the space will be required to provide proof of insurance for the intended function. A certificate of insurance indemnifying the County of Caroline against liability in case of injury and a hold harmless agreement signed by each participant may be required.

Insurance requirements will be determined on a case-by-case basis, after the time of the application and before the actual use. The certificate of insurance and/or Hold Harmless Agreements must be on file before the date the facility is to be used.

Section 4 – Responsibilities of Renter

Every applicant receiving permission to use facilities at any Caroline County Community Center will be responsible for the preservation of law and order on the property and will be responsible for damage to the facilities and equipment during use. Any individual or organization that abuses the property or fails to comply with all rules and regulations will be financially responsible for any damages and may also be denied any further reserved use of the facility.

Section 5 – Inspection of Facility

Applicants will receive a facility maintenance checklist outlining the user's responsibilities. A designated employee will inspect the facility to determine if the applicant has fulfilled the agreement. Failure to fulfill this agreement may result in forfeit of deposit and additional fees for any damages to the facility/property.

Section 6 – Equipment and Special Facility Arrangements

Equipment and special facility arrangements may be requested on the written application. If the application is approved and the requested equipment is available, an additional deposit and rental charge may be required. If the equipment is returned in good condition, the deposit will be returned to the applicant. Regarding the Auditorium, Public Works personnel must handle any specialized audio-visual needs for the event.

Section 7 – Security

Approved security may be required for certain events as determined by a designated representative of the County. The expense of such security will be at the sole responsibility of the Renter.

Section 8 – Supervision of Persons under Age 21

Permission for groups comprised of persons under 21 years of age to use the facility will be granted only if adults over the age of 21 accept responsibility for supervision

throughout the activity. In cases such as this, the minimum ratio shall be one (1) adult for every fifteen (15 youth).

Section 9 – Storage of Equipment and Supplies

The County will not provide storage facilities for users of the Caroline County Community Centers. Equipment or supplies used by the groups or individuals are solely their responsibility.

Section 10 – Fees for Additional Setup or Clean Up Costs

The County reserves the right to charge additional fees to cover clean up or set up costs associated with an unusual event. The rate will be determined based on the direct cost to the County, including salary or wages, fringe benefits, supplies, materials and equipment used. Additional charges may be included as deemed necessary and appropriate.

Section 11 – Decorations

Requests to decorate any portion of the facility must be approved in advance by a designated County representative.

Section 12 – Burning of Candles, Open Fires

Burning of candles or open fire is prohibited (electric candles only). The use of sterno-type cooking fuels/food heating devices are also prohibited.

Section 13 – Animals

No animals or pets will be permitted in the building, except “seeing eye” dogs, certified service animals, or animals that are used for County related services.

Section 14 – Drug-Free Zone

All occupants of the Community Centers are reminded that the Community Centers are located at or adjacent to Caroline County schools. The Community Centers, parking areas and property surrounding the Centers are a Drug-Free Zone. The use of alcohol is prohibited.

Section 15 – Smoking Prohibited

No smoking is allowed in the Community Centers at any time.

Section 16 – Food & Drinks

Food and drinks are prohibited in the Gymnasium and Auditorium spaces with the exception of water. Exceptions by prior approval only.

Section 17 – Use of Electricity

The installation or use of electrical wiring or appliances or any of the building’s circuits will be permitted only with the advanced approval of the designated County representative.

Section 18 – Use of Designated Areas

Rental fees include the use of designated areas only during allotted time.

Section 19 – Use of Kitchen Facilities

Kitchen facilities are to be used for light cooking or reheating only. No heavy cooking or frying will be permitted. Requests to use the kitchen facilities should be noted on the original facility use application request. Catered foods, refreshments, and foods for sale

are permitted in conformance with Health Department regulations. Additional fees may be required for large catered events. Only those cooking/re-heating appliances that are furnished as a part of the kitchen inventory shall be used. No user supplied cooking or reheating devices will be permitted without advance approval. The use of sterno-type cooking fuels/food heating devices are prohibited.

Section 20 – Supervision of Children

Children at an event sponsored by the facility renter must be under the immediate and close supervision of an adult over the age of 18 at all times.

Section 21 – County’s Right to Cancel Reservation

Caroline County reserves the right to cancel facility reservations without advance notice in the event of a disaster or other unforeseen emergencies that would necessitate the activation of the Emergency Operations Center (EOC). In this instance, a full refund will be returned.

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CAROLINE COUNTY COMMUNITY CENTER
RENTAL RATES
County Resident

	DEPOSIT (REFUNDABLE)	WEEKDAY RATE	WEEKDAY EACH ADDITIONAL HOUR	WEEKEND RATE	WEEKEND EACH ADDITIONAL HOUR
Auditorium Community Services Center (406 maximum seating capacity)	\$30	\$50 for 4-hour rental	\$20	\$75 for 3-hour rental	\$30
Meeting Rooms <u>Community Services Center</u> (129 maximum seating capacity for all 3 rooms) (30-40 per room)	\$30	\$30 first room \$10 each additional room Add kitchen for additional \$10 use fee and \$20 deposit 2-hour rental	\$15	\$40 first room \$10 each additional room Add kitchen for additional \$10 use fee and \$20 deposit 2-hour rental	\$20
Meeting Rooms <u>Ladysmith Community Center</u> (400 maximum seating capacity for all 10 rooms)(30-40 per room)	\$30	\$30 first room \$10 each additional adjacent room 2-hour rental	\$15	\$40 first room \$10 each additional adjacent room 2-hour rental	\$20
Gymnasium <u>Community Services Center</u> (110 maximum seating capacity)	\$30	Non-sporting events \$20 per hour plus \$150 Setup* Sporting event fees are based on the number of participants 1-5 \$15 per hour 6-15 \$20 per hour 16-99 \$25 per hour 100+ \$30 per hour	-	Non-sporting events \$25 per hour plus \$250 Setup* Sporting event fees are based on the number of participants 1-5 \$20 per hour 6-15 \$25 per hour 16-99 \$30 per hour 100+ \$35 per hour	-
Gymnasium <u>Ladysmith Community Center</u> (110 maximum seating capacity)	\$30	Non-sporting events \$20 per hour plus \$100 Setup* Sporting event fees are based on the number of participants 1-5 \$15 per hour 6-15 \$20 per hour 16-99 \$25 per hour 100+ \$30 per hour	-	Non-sporting events \$25 per hour plus \$200 Setup* Sporting event fees are based on the number of participants 1-5 \$20 per hour 6-15 \$25 per hour 16-99 \$30 per hour 100+ \$35 per hour	-
RAAA Room <u>Community Services Center</u>	\$30	\$35 2-hour rental	\$15	\$45 2-hour rental	\$20

- The basic setup includes ten tables & thirty chairs. Additional tables/chairs are available for an additional fee of \$1 per table and \$.50 per chair.

**CAROLINE COUNTY COMMUNITY CENTER
RENTAL RATES
Non-Resident**

DEPOSIT	DEPOSIT (REFUNDABLE)	WEEKDAY RATE	WEEKDAY EACH ADDITIONAL HOUR	WEEKEND RATE	WEEKEND EACH ADDITIONAL HOUR
Auditorium Community Services Center (406 maximum seating capacity)	\$35	\$55 for 4-hour rental	\$25	\$80 for 3-hour rental	\$35
Meeting Rooms <u>Community Services Center</u> (129 maximum seating capacity for all 3 rooms) (30-40 per room)	\$35	\$35 first room \$15 each additional room Add kitchen for additional \$15 use fee and \$25 deposit 2-hour rental	\$20	\$45 first room \$15 each additional room Add kitchen for additional \$15 use fee and \$25 deposit 2-hour rental	\$25
Meeting Rooms <u>Ladysmith Community Center</u> (400 maximum seating capacity for all 10 rooms)(30-40 per room)	\$35	\$35 first room \$15 each additional adjacent room 2-hour rental	\$20	\$45 first room \$15 each additional adjacent room 2-hour rental	\$25
Gymnasium <u>Community Services Center</u> (110 maximum seating capacity)	\$35	Non-sporting events \$25 per hour plus \$200 Setup* Sporting event fees are based on the number of participants 1-5 \$20 per hour 6-15 \$25 per hour 16-99 \$30 per hour 100+ \$35 per hour	-	Non-sporting events \$30 per hour plus \$300 Setup* Sporting event fees are based on the number of participants 1-5 \$25 per hour 6-15 \$30 per hour 16-99 \$35 per hour 100+ \$40 per hour	-
Gymnasium <u>Ladysmith Community Center</u> (110 maximum seating capacity)	\$35	Non-sporting events \$25 per hour plus \$150 Setup* Sporting event fees are based on the number of participants 1-5 \$20 per hour 6-15 \$25 per hour 16-99 \$30 per hour 100+ \$35 per hour	-	Non-sporting events \$30 per hour plus \$250 Setup* Sporting event fees are based on the number of participants 1-5 \$25 per hour 6-15 \$30 per hour 16-99 \$35 per hour 100+ \$40 per hour	-
RAAA Room <u>Community Services Center</u>	\$35	\$40 2-hour rental	\$20	\$50 2-hour rental	\$25

- The basic setup includes ten tables & thirty chairs. Additional tables/chairs are available for an additional fee of \$1 per table and \$.50 per chair.

Community Center Operating Hours

Monday – Saturday: 9:00a.m. – 10:00p.m.*

Sunday: 1:00p.m. – 7:00p.m.*

* Additional hours may be available if approved before the event.

Additional Information

1. Deposit due at the time of reservation.
2. All fees must be paid two weeks before rental date(s).
3. Deposit will be refunded if Renter leaves the facility on time and in an acceptable condition.
4. Payments and applications for the rental of the Caroline County Community Services Center auditorium or meeting rooms should be submitted to: **Caroline County Public Works, P.O. Box 424, Bowling Green, VA 22427** or delivered to the **Public Works Office at 12613 Mill Creek Road, Ruther Glen, VA 22546 (the Upper Polecat Creek Wastewater Treatment Plant)**. Payments and applications for the rental of all other Community Center or park facilities should be submitted to **Caroline County Parks & Recreation, P.O. Box 424, Bowling Green, VA 22427** or delivered to the **Parks & Recreation Office at 17202 Richmond Turnpike, Milford, VA 22514**
5. There is a two-hour minimum rental fee for the use of any room.
6. Community Centers will be closed on all holidays.

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PART B – CAROLINE COUNTY PARKS

Hours of Use:

Groups or applicants can reserve park amenities no earlier than 8:00 am and must vacate the park by sundown unless pre-approved by the Parks and Recreation Director. All scheduled functions must conclude no later than 10:00 p.m.

Section 1- Use of Parks

The following groups are eligible to schedule and program use of specific facilities at Caroline County parks for public outdoor recreation purposes in priority order:

- A. Groups under the sponsorship or direction of the Caroline County Department of Parks and Recreation except where pre-agreements have been made with private or public school's organizations.
- B. School organizations or programs as defined by the joint facility use agreement between the Caroline County Board of Supervisors and the Caroline County School Board.
- C. Other departments or agencies of the County Government as approved by the County Administrator.
- D. Citizens or groups of citizens of Caroline County.
- E. Visitors to Caroline County
- F. Facilities shall not be reserved for individuals or commercial groups for the sole purpose of financial gain unless otherwise pre-approved by the Director of Parks and Recreation.
- G. Director of Parks and Recreation approval is required for groups requesting a waiver of fees to use facilities for fund-raising events (fees charged to participants over and above the cost of conducting the event), community-wide events (programs which are open to the general public) and sports associations (sports leagues).
- H. Please submit a permit application with a letter of request at least 45 days prior to the event. The event should not be publicized until the permit is approved. The letter of request shall include a list of:
 1. The organization's name and representative(s);
 2. The event's purpose and benefits to the community;
 3. How the event's proceeds are to be used (to receive a waiver of fees, proceeds must be used exclusively within the community for charitable or non-profit activities involving youth or adult programs).

Section 2 – Walk-in Use

Organizations or individuals desiring to use the parks may do so on a first come, first served basis, without fees or charges. Specific facilities may be reserved for the year after January 1 by completing an application for use and payment of appropriate fees. Applications will be approved, modified or disapproved by the Director of Parks and Recreation. Reserved uses take priority over walk-in use. A permit is required for groups with more than 15 persons. RESERVATIONS FOR EXCLUSIVE use of outdoor park facilities is not required for less than 15 persons if such facilities are not previously reserved.

Section 3 – Reservation of Facilities

Reservation requests must be received at least 10 working days prior to the planned date of use. Reservations may be accepted with shorter notice, without guarantee of the availability or fulfillment of any special maintenance requirements. The Director of Parks and Recreation will grant use of the facility in the order in which applications are received, as long as the use does not interfere with previously scheduled programs or uses.

Minimum reservation time is five (5) business days. No park facility will be reserved for any person or group until all necessary paperwork and fees are submitted to the Department of Parks and Recreation office. Reservations will not be taken over the phone. Fees and paperwork must be received by the Parks and Recreation Staff (10) days prior to the date of the event. An approved copy will be given to the applicant and is recommended to be in the applicant's possession on the day of the event; in case verification of the renter is needed. Rental of a specific outdoor facility within the parks does not necessarily preclude other residents from using non-reserved facilities in the park on that day. It merely ensures that no other group will be scheduled by the Parks and Recreation Department to utilize the reserved facility at that time.

SPECIAL EVENTS RENTALS

A special event is defined as a non-county sponsored event that uses county-owned facilities to accommodate the expected number of participants/spectators. An event that requires additional accommodations, whether supplied by the county or not, such as tents, temporary buildings, etc. is considered a special event. Examples are dances, concerts, company parties, large church gatherings, circuses and similar events.

A special event is not a private social gathering (family reunion, etc.) that uses a public park, pavilion or another facility at or below its posted occupancy level. An event that anticipates attendance of 200 or more persons will generally be considered a special event. Special events have a different deposit and pricing structure, and require a special events application that is subject to approval by the Parks & Recreation Director upon the approval of the County Administration. Applications for special events should be submitted at least 45 days in advance.

Section 4 – Clean-up Responsibility

Every applicant or group receiving permission to use the parks will be responsible for the preservation of law and order on the property for basic clean-up of the pavilion or other facilities rented and the immediate area around the facility.

Groups should remove all decorations, including tape or hanging material. Overfilling of garbage cans should be avoided. Tables may not be moved from the pavilion. Caroline County Parks and Recreation staff will check facilities following rentals and report any problems with clean-up to the group leader.

Any individual or organization that abuses the property or fails to comply with all rules and regulations will be financially responsible for any damages and may be denied any further reserved use of county parks.

Section 5 – Use of Alcohol

The use of alcohol in Caroline County Parks is prohibited. However, alcohol (beer or wine) is permitted for groups or organizations that reserve park facilities and obtain a Virginia Alcohol Beverage Commission (ABC) permit. A copy of the permit must be submitted to the Department of Parks and Recreation office before use of Caroline County parks within (5) days of the event date. Applicants are advised to make advance contact with the ABC Board at the following address before the use of Caroline County Parks. The sale of alcohol is strictly prohibited in all parks.

License Division
Virginia ABC Board
P.O. Box 27491
Richmond, Virginia 23261-7491
(804) 367-0489

Section 6 – Equipment Arrangements

Equipment is available at the Recreation Department and may be requested on the application. If approved, use of such equipment may require additional deposit and/or rental charge.

Section 7 – Security Deposit

A refundable security deposit is required where indicated for reservation of the certain facilities.

The Director of Parks and Recreation has the authority to increase the required deposit based on the size of the group using the facility, their reliability and past experience with the group.

Rental and deposit fees will be waived for the following groups or organizations:

- Department of Parks and Recreation sponsored events or activities
- Senior citizens group activities
- County government agencies
- County School structure programs
- Citizens or groups of citizens of Caroline County who are providing an outdoor recreational opportunity free to the general public on a non-discriminatory basis.
- Non-profit civic or charitable tax-exempt organizations that serve Caroline County with the funds generated.

Approval is granted by the Board of Supervisors on a case-by-case basis, unless such authority is deferred to the County Administrator.

Section 8 – Facility Maintenance List

The applicant will receive a facility maintenance list outlining the user's responsibilities. A Recreation Department employee will inspect the facility to determine if the applicant has fulfilled the agreement. Failure to fulfill this agreement may result in loss of some or all of the deposit. If applicants arrive at the site and find a mess left behind or the facility vandalized or any other problem with the site, please call and leave a message at 804-633-7277 and disclose the time of observance and problem.

Section 9 – Fire Regulations

The applicant will comply with all fire and other regulations.

Section 10 – Prohibition of Fires

Open fires are not allowed on the premises. Barbecue grills may be used in the picnic area. The burning of candles or use of sterno-type cooking fuels/food heating devices are also prohibited within any building.

Section 11 – Supervision of Children

Permission for groups comprised of persons less than 21 years of age to use the facility will be granted only if adults over the age of 21 accept responsibility for supervision throughout the activity. For school age children over the age of five (5), one (1) staff member (adult) for every 20 children; for children from ages two (2) to four (4), one (1) (adult) per 10 children. Groups comprised of ages under two should have at least one (1) staff (adult) to every five (5) children.

Section 12 – Recreational Equipment

Applicants may obtain recreational equipment from the Department of Parks and Recreation with a refundable deposit. If equipment is returned in good condition, the deposit fee will be returned to the applicant.

Section 13 - Security

Approved security may be required for individual events as determined by the Director of Parks and Recreation.

Section 14 – Prohibited Functions

The use of golf clubs in the park is prohibited. NO FIREWORKS allowed or hunting on the property.

Section 15 – Pet Policy

Animals must be under leash control while inside the park. Park users must clean up after their pets. No pets are allowed at the athletic playing facilities unless for the purpose of a physical handicap (sight dog).

Section 16 – Use of Electricity

The use of electrical appliances which require use of County electrical services must be approved in advance by the Director of Parks and Recreation. Loud music or noises that disturb the peace or quiet of the neighborhood are prohibited.

Section 17 – Storage of Equipment & Supplies

The County will not provide storage facilities for users of county parks. Equipment or supplies used by groups or individuals are solely their responsibility.

Section 18 – Additional Services

The Director of Parks and Recreation has the authority to negotiate special maintenance and custodial services with any group reserving County park facilities. These services may include the lining of athletic fields, special set up needs or clean up after the event or activity. Rates will be negotiated based on the direct cost to the County, including salaries and wages, fringe benefits, supplies, materials and equipment used. Additional charges may be included as deemed necessary and appropriate.

Section 19 - Off-Road Areas

Under no circumstances are park users authorized to drive or park in any off road area at the County Parks, unless approved by the Director of Parks and Recreation.

Section 20 - Decorations

Decorations used by applicants at the park must be pre-approved by the Director of Parks and Recreation or his or her designee. All decorations approved by the Director of Parks and Recreation must be removed from the reserved facility by the renting party.

Section 21 – Concession Stand

Concession facilities are to be used for light cooking or reheating only. No heavy cooking or frying will be permitted. Catered foods, refreshments, and foods for sale are permitted in conformance with Health Department regulations. Only those cooking/re-heating appliances that are furnished as a part of the concession inventory shall be used. No user supplied cooking or reheating devices will be permitted without advance approval. The use of sterno-type cooking fuels/food heating devices are prohibited.

Section 22 – Uses not Listed

Any requested use not covered in this policy will be negotiated by the Director of Parks and Recreation with the approval of the Board of Supervisors.

Note: All groups or organizations desiring to use athletic fields at Caroline County parks, even on a “walk-in” basis, must first inform the Caroline County Department of Parks and Recreation by mail or by telephone. This policy will ensure that the athletic fields are not used when conditions are not favorable. Any group or organization using the facility without first notifying Parks & Rec will be liable for damages to the facility. The performance of maintenance functions by anyone other than County or School authorized personnel is strictly prohibited.

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CAROLINE COUNTY PARKS
RENTAL RATES
County Resident

	DEPOSIT (REFUNDABLE)	CAROLINE RECREATIONAL PARK	LOWE-MASSEY PARK	ROBERT FARMER'S PARK	NCF[UO WJ PARK
Pavilion	\$0	\$20 for 5-hour rental (8) 6' tables	\$20 for 5-hour rental (8) 6' tables	\$20 for 5-hour rental (8) 6' tables	\$20 for 5-hour rental (8) 6' tables
Tennis Courts (8 a.m. -12 p.m. only) Only two (2) of the four (4) courts may be reserved.	\$0	\$25 for 4-hour rental	N/A	N/A	N/A
Softball Field	\$0	\$20 for 4-hour rental \$20 additional for lights (3 hours) \$50 additional fee for dragging & lining of the field	\$20 for 4-hour rental \$20 additional for lights (3 hours) \$50 additional fee for dragging & lining of the field	\$20 for 4-hour rental \$20 additional for lights (3 hours) \$50 additional fee for dragging & lining of the field	\$20 for 4-hour rental \$20 additional for lights (3 hours) \$50 additional fee for dragging & lining of the field
Baseball Field	\$25	\$20 for 4-hour rental \$20 additional for lights (3 hours) \$50 additional for dragging & lining of the field	N/A	N/A	N/A
Tournament Hosting (Baseball or Softball)	\$25	\$30 per hour Includes dragging & lining of field \$20 additional for lights (3 hours)	\$30 per hour Includes dragging & lining of field \$20 additional for lights (3 hours)	\$30 per hour Includes dragging & lining of field \$20 additional for lights (3 hours)	\$30 per hour Includes dragging & lining of field \$20 additional for lights (3 hours)
Concession Stand Non-Profit Use requires Tax ID Number	\$0	\$25 for 4-hour rental (Non-profit) \$50 for 4-hour rental (all others)	N/A	N/A	N/A
Multi- purpose Field	\$25	\$20 for 4-hour rental	N/A	\$20 for 4-hour rental	\$20 for 4-hour rental

Equipment Deposit Charge

The following items are available for \$20 deposit per day, per item: (volleyball, volleyball nets, softball bats and balls, t-ball sets, basketballs, soccer balls, kick balls, footballs, and horseshoes (set of 4).

All items must be returned within 24 hours of rental or forfeiture of deposit will result.

**CAROLINE COUNTY PARKS
RENTAL RATES
Non-Resident**

	DEPOSIT (REFUNDABLE)	CAROLINE RECREATIONAL PARK	LOWE-MASSEY PARK	ROBERT FARMER'S PARK	Ladysmith PARK
Pavilion	\$0	\$30 for 5-hour rental (8) 6' tables	\$30 for 5-hour rental (8) 6' tables	\$30 for 5-hour rental (8) 6' tables	\$30 for 5-hour rental (8) 6' tables
Tennis Courts (8 a.m. -12 p.m. only) Only two (2) of the four (4) courts may be reserved.	\$0	\$35 for 4-hour rental	N/A	N/A	N/A
Softball Field	\$0	\$30 for 4-hour rental \$30 additional for lights (3 hours) \$60 additional fee for dragging & lining of the field	\$30 for 4-hour rental \$30 additional for lights (3 hours) \$60 additional fee for dragging & lining of the field	\$30 for 4-hour rental \$30 additional for lights (3 hours) \$60 additional fee for dragging & lining of the field	\$30 for 4-hour rental \$30 additional for lights (3 hours) \$60 additional fee for dragging & lining of the field
Baseball Field	\$35	\$30 for 4-hour rental \$30 additional for lights (3 hours) \$60 additional for dragging & lining of the field	N/A	N/A	N/A
Tournament Hosting (Baseball or Softball)	\$35	\$40 per hour Includes dragging & lining of field \$30 additional for lights (3 hours)	\$40 per hour Includes dragging & lining of field \$30 additional for lights (3 hours)	\$40 per hour Includes dragging & lining of field \$30 additional for lights (3 hours)	\$40 per hour Includes dragging & lining of field \$30 additional for lights (3 hours)
Concession Stand Non-Profit Use requires Tax ID Number	\$0	\$35 for 4-hour rental (Non-profit) \$60 for 4-hour rental (all others)	N/A	N/A	N/A
Multi- purpose Field	\$35	\$30 for 4-hour rental	N/A	\$30 for 4-hour rental	\$30 for 4-hour rental

Equipment Deposit Charge

The following items are available for \$30 deposit per day, per item: (volleyball, volleyball nets, softball bats and balls, t-ball sets, basketballs, soccer balls, kick balls, footballs, and horseshoes (set of 4).

All items must be returned within 24 hours of rental or forfeiture of deposit will result.

WHO TO CONTACT
&
HOW TO APPLY FOR RENTAL FACILITIES

Facility	Caroline County Parks & Recreation Mail <u>Parks & Rec. Reservation Form</u> to: P.O. Box 424, Bowling Green, VA 22427 OR deliver to the Parks & Rec. Office at: 17202 Richmond Turnpike Milford, VA, 22514 Phone (804) 633-7277	Caroline County Public Works Mail <u>Public Works Reservation</u> form to: P.O. Box 424, Bowling Green, VA 22427 OR deliver to the Public Works Office at: 12613 Mill Creek Road Ruther Glen, VA 22546 Phone (804) 633-4386
Community Services Center		
Auditorium		X
Meeting Rooms		X
RAAA* Room	X	
Gymnasium	X	
Ladysmith Community Center		
Meeting Rooms	X	
Gymnasium	X	
Caroline Recreational Park		
Tennis Courts	X	
Softball Field	X	
Baseball Field	X	
Multi-Purpose Field	X	
Park Pavilion	X	
Concession Stand	X	
Lowe-Massey Park		
Softball Field	X	
Pavilion	X	
Robert Farmer's Park		
Softball Field	X	
Multi-Purpose Field	X	
Pavilion	X	
Ladysmith Park		
Softball Field	X	
Multi-Purpose Field	X	
Pavilion	X	

**Rappahannock Area Agency On Aging*



Caroline County Parks & Recreation Public Facility Reservation Form

Mailing Address:
P.O. Box 447
Bowling Green, VA 22427

Office Address:
17202 Richmond Turnpike
Milford, VA 22514

**Office Hours: 8:30 am – 5:00 pm
(804) 633-7277**

This form to be completed for the reservation of all Ladysmith Community Center facilities, County Park facilities, and gymnasiums.

Application Process: All reservations must be paid within two weeks of requesting date for usage. (Office use:) Initials/Date Received: _____

All Users Must Complete This Use Of Facility Form.

1. Applicant Information:

Applicant's Name: _____ Agreement Date: _____

Applicant's full address: _____

Activity Planned: _____ Number in Group: _____

Date of Use: _____ Set-Up Time: _____ End Time: _____

Full Name of Organization: _____

Full Address of Organization: _____

Resident of Caroline County: yes/no Email Address: _____

Daytime Number: _____ Cell Number: _____

2. Special Equipment Request:

As a user, I certify that I am the duly elected or appointed representative of the organization listed above and have the authority to reserve the requested facilities for use by this organization. I further agree to be jointly (with the organization making the request), responsible for any damages which may occur to the county property and equipment for which this application is being made. I further agree to be responsible for the conduct of the above organization while using the facilities.

3. Applicant's Agreement:

- 1) This permit may be cancelled by the Board of Supervisors or their Designee at its discretion.
- 2) Applicant will be responsible for any and all damages to the site, building, and or equipment for the time and date listed on application and understand that there will be NO further use of the facility without restitution.

- 3) The County Board of Supervisors is not responsible for activities sponsored while using the facilities.
- 4) NO alcohol, illegal drugs, or alcoholic beverages are allowed while using the facility.
- 5) This organization has an open membership policy and does not discriminate based on race or gender.
- 6) Applicant will be required to have prior approval before any signs, placards, or banners are erected at the facility.
- 7) NO refunds issued within 5 business days of the requested date of use.

Signature of Applicant: _____

MAKE PAYMENT TO: CAROLINE COUNTY PARKS AND RECREATION.

Payment MUST be received within 10 days of the receipt of the form.

4. Office Use Only

The above facility is available for use on the date(s) and time(s) requested: **yes/no**

 Check #: _____ Date: _____ Amount: _____ Initials: _____

Deposit Amount: _____ Date Paid: _____

Receipt #: _____

Signature of Director or Designee: _____

Comment: _____

4. Fee Payments:

Payment Method: _____

Other: \$ _____ Baseball Field Rental: \$ _____

Little League Field: \$ _____ Park Lights Rental: \$ _____

Pavilion: \$ _____ Softball Rental: \$ _____

Concession Stand Rental: \$ _____ Gymnasium Fee: \$ _____

Total Fee: \$ _____



**Caroline County Department of Public Works
Public Facility Reservation Form**

Mailing Address:
P.O. Box 424
Bowling Green, VA 22427

Office Address:
12613 Mill Creek Road
Ruther Glen, VA 22546

**Office Hours: M-F 8:30 am – 5:00 pm
(804) 633-4386**

This form to be completed for the reservation of the Caroline County Community Services Center auditorium or meeting rooms only.

Application Process: All reservations must be paid within two weeks of requesting date for usage. (Office use:) Initials/Date Received: _____

All Users Must Complete This Use Of Facility Form.

1. Applicant Information:

Group Name: _____

Type of Event: _____ Contact Name: _____

Daytime Number: _____ Cell Number: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Resident of Caroline County: yes no Email Address: _____

2. Event Information:

Event Date: _____ Day of Week: _____

Set-Up Time: _____ End Time: _____

Estimated Attendance: _____ How many tables will you need? _____ How many chairs will you need? _____
(18 available) (75 available)

Will there be an admission charge? _____

Area (s) requested within the Caroline County Community Center.

Auditorium _____ Conference Room (s) _____ Kitchen _____
(3 available) (For reheating only)

Do you need (Check all that apply)

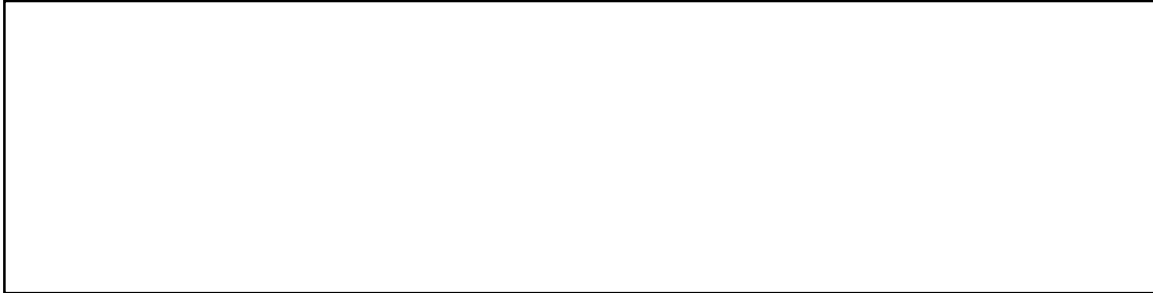
Lectern/Microphone

TV/VCR

Slide Projector and Screen

Podium

Please draw a diagram on how you would like tables and chairs set-up (tables are cafeteria style and will accommodate 6 to 8 chairs):



3. Special Equipment Request:

As a user, I certify that I am the duly elected or appointed representative of the organization listed above and have the authority to reserve the requested facilities for use by this organization. I further agree to be jointly (with the organization making the request), responsible for any damages which may occur to the county property and equipment for which this application is being made. I further agree to be responsible for the conduct of the above organization while using the facilities.

3. Applicant's Agreement:

- 1.) This permit may be cancelled by the Board of Supervisors or their Designee at its discretion.
- 2.) Applicant will be responsible for any and all damages to the site, building, and or equipment for the time and date listed on application and understand that there will be NO further use of the facility without restitution.
- 3.) The County Board of Supervisors is not responsible for activities sponsored while using the facilities.
- 4.) NO illegal drugs or alcoholic beverages are allowed while using the facility.
- 5.) This organization has an open membership policy and does not discriminate based on race or gender.
- 6.) Applicant will be required to have prior approval before any signs, placards, or banners are erected at the facility.
- 7.) NO refunds issued within 5 business days of the requested date of use.
- 8.) By my signature below, I certify that I have received a copy and read, and fully understand my rental contract, the general policies for community center rental, and the prescribed responsibilities for the community center renter. I further understand that my failure to meet any of the responsibilities or comply with any policies may result in the immediate termination of the rental agreement by the onsite facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, the facility will be evacuated in a quick and orderly fashion. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld.

9.) Caroline County reserves the right to cancel the space reservation in the event of a disaster that would necessitate the activation of the Emergency Operations Center (EOC), without any advanced notice.

Signature of Applicant: _____

MAKE PAYMENT TO: CAROLINE COUNTY

Payment **MUST** be received within 10 days of the receipt of the form.

Person responsible for Clean Up: _____ Phone: _____

Send Refund To: (If different from above): _____

Address: _____ City: _____

State: _____ Zip Code: _____

4. Office Use Only

The above facility is available for use on the date(s) and time(s) requested: **yes/no**

Check #: _____ Date: _____ Amount: _____ Initials: _____

Deposit Amount: _____ Date Paid: _____

Receipt #: _____